



SURYA'S HEALTH ORGANIZATION

JOB DESCRIPTION

Position Title: Administrative Assistant, 1 FT

PURPOSE AND SUMMARY

Under the direction of the Managing Trustee and Board members, the Administrative Assistant is responsible for administrative support for Surya's Health Organization in accordance to the programs' policies and procedures.

DUTIES AND RESPONSIBILITIES

1. Service Responsibilities

Under the direction of the Managing Trustee and Board members, the Administrative Assistant is responsible for:

- i. providing confidential administrative services for all Health Services;
- ii. processing confidential fax transmissions; providing word processing, schedules, work-plans, charts, reports, and other documents; making, collating, and distributing photocopies, as requested;
- iii. liaising with District offices and the Finance and Administration Department to facilitate compliance with procedural specifications related to purchasing, billing, and administration of service agreements;
- iv. preparing statistical data from all health programs for submission to the board members;
- v. maintaining master schedules of Care Managers and generating new schedules on a semi-monthly basis or as required;
- vi. arranging for meeting facilities, assisting with preparation and distribution of meeting materials, setting up the room with audiovisual equipment and flip charts, and making other arrangements as required;
- vii. arranging all travel accommodations;
- viii. maintaining Community Care records-keeping system in compliance with statutory regulations and assisting the members of organization to oversee administrative functions and quality assurance procedures and taking necessary remedial action to ensure that procedural specifications are followed;

JOB DESCRIPTION

- ix. providing administrative support to the volunteering staff and assisting with orientation of new staff and service providers to administrative requirements of service delivery and Purchase of Service Agreements; assisting the Finance and Administration Department to monitor performance in relation to administrative requirements, and providing necessary follow-up to ensure administrative requirements are consistently met; assisting in the recording of Purchase Orders for each according program;
- x. ordering and maintaining stock of authorized supplies, equipment, devices, and program resource materials; disseminating supplies, etc. as authorized; maintaining appropriate inventory controls for all health programs;
- xi. maintaining the health storage area for supplies;
- xii. recording the minutes of the program meetings or any other meeting as may be requested by the board members and distributing and filing as required;
- xiii. The Health Administrative Assistant may perform other duties as required for all applicable Health Services

2. Organizational Responsibilities

As a representative of Surya's Health Organization, the Employee is responsible for:

- a) reflecting and interpreting the Agency Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- b) acting in accordance with relevant legislation and organization Policies, Standards and Procedures;
- c) proposing changes within the organization that would improve the quality of service to children, families and communities;
- d) developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to children, families and communities;
- e) understanding his/her role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- f) applying local place culture, values, traditions and teachings into programming where possible;
- g) ensuring accuracy, confidentiality and safekeeping of agency records;
- h) participating constructively in the supervision process with the immediate board member available.

QUALIFICATIONS

1. Education: Social Worker / related Certificate.

2. Work Experience: NA

3. Skills/Abilities

- a) excellent written, grammar and verbal communication skills.
- b) strong interpersonal, organizational and problem solving skills and ability to work in a dynamic, fast-paced setting with multidisciplinary approach;
- c) ability to work productively with little or no supervision and under stress of deadlines;

JOB DESCRIPTION

- d) competence in word-processing skills;
- e) organizational, planning and coordination skills to facilitate the work of the Health Services Program – ability to prioritize;
- f) ability to establish and maintain hardcopy and computerized filing systems;
- g) ability to maintain confidentiality;
- h) ability to work within the policies, procedures and the vision, mission and core values of Surya's Health Organization
- i) ability to understand and speak Hindi, Telugu and English.

CONDITIONS OF EMPLOYMENT

- a) ability to work flexible hours and travel as determined by Surya's Health Organization in relation to service requirements;
- b) must possess a Driver's License and have access to a personal vehicle;
- c) must provide reference letters from educational/ previous employers.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.

How to Apply

If the job listed that matches your interests and qualification, you are invited to submit your resume using one of the following options:

1. shorg712017@gmail.com
2. call to: 9848071644
3. Mail or hand deliver to: Organization Member (Surya's Health Organization), 1-13-430, Mahalaxmi Nagar, Hyd. Road, Nizamabad, TG-503 003